

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System****In this issue...***

- *New State Employee Cost Savings Incentive Program*
- *Colorado Work-Share Program Created by SB10-028*
- *New Benefits Rules Effective July 1*
- *Childcare Discounts for State Employees*
- *Important Message Regarding Transition of Care from CIGNA to United Healthcare*
- *Optional Life Insurance Changes for FY11*
- *Staff Changes in Workforce Planning and Development at DHR*

New State Employee Cost Savings Incentive Program

House Bill 10-1264, enacted by the General Assembly and signed by the Governor during this recent legislative session, establishes another incentive process whereby state employees can submit suggestions for state agency improvements that result in cost savings. The Act acknowledges that one method of achieving a more efficient and effective state government is "...to encourage the involvement of state employees in the development of innovative ideas that will increase the productivity and service level of state government while decreasing the costs..." The General Assembly recognized that allowing employees to share the cost savings resulting from innovative ideas will encourage active employee participation while making state government more efficient and effective. This state employee incentive program centers on rewarding innovative ideas that result in specific, identifiable cost savings to the State.

Similar legislation was passed in 2004 (HB04-1020), which amended Title 24, Article 50, by adding Part 8 - State Employee Incentive Program. The legislation enacted this year adds a new Part 9 - State Employees' Ideas that Improve State Government Operations. This new Part 9 is much more prescriptive than the existing Part 8. Part 9 requires that the incentive program be advertised and available to **all employees** by October 1, 2010, and has specific requirements as to how departments/higher education institutions (departments) are to review, track, and report on ideas submitted. Under the incentive program, the employee receives 5% of the cost savings up to \$5,000 and the agency receives 25% up to \$25,000.

All state employees, including those employees within the state personnel system and those exempt from the state personnel system are eligible to participate, with the following exceptions: (I) an employee of the Office of State Planning and Budgeting, the Office of the State Auditor, the Joint Budget Committee, or the Department of Personnel; (II) an elected official or member of the general assembly; or (III) the Executive Director, Program Manager, Division Director, or Budget Officer of a principal department, the president of a college or university, or a deputy of such director, officer, or president.

DPA is working to develop the idea application and standard evaluation criteria, as required by the Act. The Act allows each department to create its own supplemental submission materials and to establish additional evaluation criteria specific to the department, if deemed necessary. The Act requires that, beginning October 1, 2010, all departments must advertise that the idea application is available on the DPA Web site on any electronic payroll statements and any electronic broadcast communications, so long as the advertisement occurs at least monthly.

For more information, please review HB10-1264, which can be found on the Colorado General Assembly's Web site (<http://www.leg.state.co.us>) within the 2010 session [House bills](#) section. For questions, please contact Joann Nelson at joann.nelson@state.co.us or 303-866-4250.

Colorado Work-Share Program Created by SB 10-028

On June 9, 2010, Senate Bill 10-028 was signed by the Governor, establishing a Work-Share Program that gives employers an alternative to employee layoffs. The program allows for the payment of unemployment compensation benefits to employees of a particular work unit whose work hours have been reduced by 10% to 40%, provided an employer submits a work-share plan to the Colorado Department of Labor and Employment (CDLE) for approval.

The State, as an employer, is not eligible to participate in the program because state departments are either reimbursable accounts or political subdivisions.

New Benefits Rules Effective July 1

Chapter 11 on benefits is effective on July 1. The rules are available on the Web at <http://www.colorado.gov/cs/Satellite?c=Page&childpagename=DPA-DHR%2FDHRLLayout&cid=1185870965353&pagename=DHRWrapper>.

For purposes of benefits eligibility appeals, please be sure your employees are using the appropriate form, *Colorado State Employees Group Benefits Eligibility Determination Appeal Form*, and address listed in rule 11-24. The form is available on the Benefits Web site at <http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1213025227393>.

Childcare Discounts for State Employees

Are your employees looking for a way to save money on childcare? Childcare discounts are available for all state employees through a number of childcare providers including ABC Child Development Centers, Au Pair in America, Gateway Academy, Kiddie Academy, Kindercare, Little People's Landing, and Sittercity.com. These discounts are available to all state employees in all branches of state government. To obtain childcare discount rates and information, contact the chosen provider and let them know you are a State of Colorado employee and learned about this discount through work. The providers will explain the details so you may make the best decision for your family.

Employees are reminded that arrangements made are the sole responsibility of the individual family. The State assumes no obligation for these arrangements and does not endorse any of the organizations or their programs. For information on all Work-Life employee discounts and resources visit the Department of Personnel & Administration, Division of Human Resources Work-Life Web site at <http://www.colorado.gov/dpa/dhr/worklife> or contact Joann Nelson at joann.nelson@state.co.us.

Switching from CIGNA to United Healthcare - An Important Message Regarding Transition of Care for Ongoing Medical Treatment

This information should be shared with the following employees.

- *Employees or family members currently undergoing medical treatment.*
AND
- *Employees currently enrolled in the self-funded medical insurance plan with an OA (Open Access) option administered by CIGNA.*
AND
- *Employees who chose the self-funded medical insurance plan during the recent open enrollment – the Choice Plus option or the Choice Plus Definity option.*

If an employee or an employee's family member is currently undergoing medical treatment, they need to be aware of what may need to be done to ensure a smooth transition of care and to have claims paid correctly. Employees should follow these steps.

- The employee should determine if the current doctor/provider is in the United Healthcare Choice Plus network by going to www.welcometouhc.com/colorado or by calling United's customer service number, **1.877.283.5424**. If the provider is in the network, then the employee does not need to do anything more, as the care will continue with that provider.
- If a provider is not in the United Healthcare Choice Plus network, the employee (or family member) and the doctor will need to complete an application for Transition of Care. This form can found on the Web pages for the Choice Plus and Choice Plus Definity options. The employee should pay particular attention to the questions in section one of the application.
- The completed form must be mailed to United Healthcare's Transition of Care division.
United Healthcare, Transition of Care
10701 West Research Drive
P.O. Box 26649
Wauwatosa, WI 53226-3440
- If the employee or family member's condition is not listed on the application, or there is already a prior authorization for treatment from CIGNA, then the employee must have the *doctor/provider* contact United Healthcare's authorization division at 1.877.842.3210 to determine if transition of care is needed. The doctor/provider must make this contact, not the employee or patient.

Employees with questions about this process should contact United Healthcare's customer service line dedicated to State of Colorado employees, **1.877.283.5424**.

Optional Life Insurance Changes for FY11

For FY11, there will be a number of changes for the Optional Life/AD&D plan. As these changes will impact new hires and employees with life events, or family status change events, they were not part of open enrollment. Please be aware of these changes as new employees are hired or employees experience family status change events.

- The **maximum guaranteed issue amount of insurance** for Optional Employee Life insurance **will increase from \$60,000 to \$100,000** for employees hired on or after July 1, 2010, and also for employees who elect Optional Employee Life insurance because of a life insurance family status change event that occurs on or after July 1, 2010. Note that the amount of guaranteed issue coverage for a spouse or same-gender domestic partner (SGDP) will NOT increase and remains at \$30,000 of coverage.
- The **maximum amount of Optional Employee Life insurance** that an employee can apply for **will increase from \$300,000 to \$500,000** for employees hired on or after July 1, 2010, and also for employees who elect Optional Employee Life insurance because of a life insurance family status change event that occurs on or after July 1, 2010.
- The **maximum amount of Optional Spouse/SGDP Life insurance** that an employee can apply for **will increase from \$150,000 to \$250,000** for employees hired on or after July 1, 2010, and also for employees who elect Optional Spouse/SGDP Life insurance because of a life insurance family status change event that occurs on or after July 1, 2010. However, it is still the rule that the amount of Optional Spouse/SGDP Life insurance may not exceed 50% of the amount of the employee's Optional Life insurance.

- Effective July 1, 2010, **same-gender domestic partners will be eligible** for Optional Spouse/SGDP Life insurance coverage. The term “**domestic partner**” means an adult, at least eighteen years of age, who is of the same gender as the employee, with whom the employee has shared an exclusive, committed relationship for at least one year with the intent for the relationship to last indefinitely, who is not related to the employee by blood to a degree that would prohibit marriage pursuant to section 14-2-110 C.R.S., and who is not married to another person.
- Effective July 1, 2010, **eligible dependent children of same-gender domestic partners will be eligible** for Optional Child Life insurance coverage.
- Effective July 1, 2010, the definition of life insurance “Family Status Change” events will be changed to include: **declaration of same-gender domestic partnership**.
- Effective July 1, 2010, a life insurance **Family Status Change** event will be defined as:
 - Birth or adoption or otherwise acquiring a newly eligible child
 - Death of a spouse/same-gender domestic partner
 - Marriage
 - Declaration of same-gender domestic partnership

As before, a life insurance Family Status Change event will allow an employee to elect optional life insurance within 31 days of the event date. Guaranteed issue amounts are available for these events.

Reminder: Double Optional Life Coverage is Not Allowed. As always, double optional life coverage is not allowed. If a spouse or same-gender domestic partner (SGDP) of a state employee is *also* a state employee, the employee may elect to have coverage as an employee **OR** as a spouse/SGDP, but not both. Only one of the couple may apply for optional life coverage for their children. If the employees are divorced, or have dissolved the same-gender domestic partnership, both employees may elect optional child life insurance for the children.

Staff Changes in Workforce Planning and Development at DHR

Last month, Kathy DePew joined the HR Office at the Department of Law and Marisol Larez moved to the Department of Regulatory Agencies. On July 16, Tina Miller left to become the HR Director at the Department of Natural Resources. She replaces Kim Burgess, who remains with DNR as the Chief Operating Officer. We wish them the best of luck in their new endeavors.

You *DO* Make A Difference

State employees need help in a crisis. Please let your employees know about the number of convenient methods to make tax-deductible donations to Working Together: direct payroll deduction, Colorado Combined Campaign (#1300), electronic fund transfer for Credit Union of Colorado members, and direct donation by check.